

28 February 2022

Dear Ma'am/Sir;

Greetings!

I would like to express my interest in applying as an Administrative Aide Worker. I wish to apply my knowledge, skills, and share the commitment of excellence to the organization's vision and mission.

I am RHEA PRIOS – BALLEBAS, a fresh graduate of Bachelor of Science in Agribusiness at Visayas State University, Baybay City, Leyte (2021). I believe that I am equipped with sufficient and necessary knowledge and skills for the field of work.

I will apply all the things that I know to help and be efficient in my profession. I have the passion for work and willing to be trained as the organization sees fit for me. I can work well with others and willing to do overtime with minimal supervision. Although, a fresh graduate, I assure you that I can deliver the things that is needed of me with accuracy, enthusiasm, and zeal.

You may contact me through my mobile number (0963)-0522580 and email address rballebas.rb@gmail.com anytime.

Thank you for your time and consideration. I am looking forward to your response soon.

Very truly yours,

RHEA PRIOS BALLEBAS

Applicant